

City of Fort Worth, Texas

Job Description

Classification Title	Teen Court Coordinator		
Job Code:	PR2651	Job Family:	Professional
Pay Grade	606	Date Created:	07/13/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Oversees and coordinates the Teen Court program in Municipal Court, including the enrollment of teen court participants referred by the Municipal Court judges, coordination of teen court participants' community service hours and referral to various community volunteer agencies and City departments such as the Libraries, City Zoo, Parks and Community Services, etc.; assesses organizational needs of the Teen Court program for volunteer placements; oversees the docketing of teen court cases; recruits and trains adult and teen volunteers to assist in the Teen Court process; and performs a variety of administrative tasks in support of assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assesses organizational needs for volunteer services and plans for recruitment of community and City department placement agencies and recruitment of teen and adult volunteers.
2. Develops and implements volunteer recruitment plans; maintains continuous recruitment for volunteers through various sources including career fairs, flyers, public meetings, and mass media.
3. Recruits, interviews, screens, and places volunteers in appropriate work stations within Teen Court program; develops and conducts in-service training programs for specific assignments and programs; prepares and maintains procedural and training manuals.
4. Enrolls teens referred by the Municipal Court judge into the Teen Court program; completes Release of Liability, Teen Court Contract, Community Service Agreement and Referral and provides information to the parent and the participant on the conditions and rules of Teen Court.
5. Prepares administrative and statistical reports on the nature, extent, and value of volunteer services.
6. Maintains records and informational files regarding teen court participants assigned to a specific City department or community volunteer placements; maintains records and files on Teen Court adult and teen volunteers.

7. Serves as a liaison between Fort Worth Teen Court, Inc., volunteers, part-time Fort Worth Teen Court, Inc. staff and City staff; resolves personnel problems and issues.
8. Dockets new teen court cases for Teen Court and Master Jury; prepares cases for Teen Court; assigns and monitors teen participants' community service placement and compliance; performs case management on current teen court cases.
9. Interacts with community groups, legal groups, judges, civic organizations, and the general public; organizes and implements a yearly recognition event for teen, departmental and community volunteers.
10. Coordinates and plans volunteer efforts for special departmental events and programs, as assigned.
11. Procures and trains instructors for all Teen Court classes and secure locations for the classes.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Federal, State, and local laws relating to Teen Court, Class C misdemeanors, and volunteer services
 - Functions, processes, and principles of volunteer services.
 - Methods and techniques of volunteer program development and implementation.
 - Public relations and recruitment methods.
 - Clear and concise report preparation.
 - Principles and practices of program development and implementation.
 - Recent developments, current literature and information related to Teen Court and volunteer services.
 - Modern office equipment including computers.
- **Skill in:**
 - Assessing organizations' needs for volunteer services.
 - Developing and implementing volunteer recruitment plans.
 - Preparing reports.
 - Coordinating and planning volunteer efforts.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Administer, monitor and supervise teen participants in a court-ordered program.
 - Administer, monitor and supervise volunteer programs.
 - Evaluate volunteer program and recommend corrective actions.
 - Supervise and coordinate the work of volunteer personnel.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Business Administration, Public Administration, Marketing, Humanities, Psychology or Public Relations or related field and three years of increasingly responsible experience in teen or juvenile service programs, volunteer service programs or related field.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.